

Church Operational Policy
Wedding Guidelines: FAC-1

Authorized by: *Senior Minister*

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I. Purpose:

The purpose of this policy is to set the guidelines and responsibilities of those desiring to be married at South Side Christian Church.

II. Ministry Goal:

The goal is to prepare couples to have a marriage based on Christian principles and to have a wedding ceremony that brings honor to Christ and His Church. We see God's design for marriage as a lifetime commitment between one man and one woman. To follow God's design we feel that it is important to spend time in preparation for this life-long commitment. In order for this to be accomplished, the parties involved need to agree to and adhere to the guidelines set forth below.

III. Elder's Statement On Marriage Standards:

The Elders at South Side Christian Church have established the following as basic marriage standards for any couple desiring to be married at South Side Christian Church by a staff minister:

- A. Regular attenders at South Side Christian Church
We are committed to serve those who are active members or regular attenders of South Side Christian Church prior to scheduling the wedding date. Regular attendance should continue leading up to the wedding.
- B. Live by Biblical standards in your relationship
We believe that those desiring to be married in the church should live by Biblical standards in their relationship. The man and the woman need to be living in accordance with Scriptural principles: maintaining sexual purity; living in a separate residence from your future spouse; seeking a partner with the same spiritual values.
- C. A dating relationship for a minimum of nine (9) months before marriage.
There is no shortcut to building intimacy, trust, and communication. While some people have skills and maturity which enable them to build an intimate relationship faster than others, we believe that a nine month dating relationship is the minimum in light of the permanent nature of a marriage relationship.
- D. If divorced, at least one year of legal divorce must pass before consideration for marriage.
We believe a new marriage relationship should not be pursued until the potential of a healthy reconciliation has been exhausted and time for emotional healing has taken place. The premarital counseling process, therefore, will not begin until at least one year has elapsed from the time of the divorce was made legally final. During the counseling process the divorce and implications on the upcoming marriage will be discussed.

- E. Participation in Pre-Marital Counseling: The couple must complete the pre-marital counseling sessions offered by the church prior to the wedding ceremony. The couple will discuss their pre-marital counseling sessions with the officiating minister.

IV. Eligible Couples And Ministers

It is our intention to marry couples that are part of the South Side body. Final determination regarding a couple's eligibility will be made by a member of South Side's ministerial staff. In the event that an eligible couple wishes to get married and a South Side minister is unavailable to officiate, or the eligible couple elects to utilize an outside minister the following applies:

- 1.) The proposed minister's name must be submitted to a South Side minister for approval.
- 2.) The engaged couple must participate in premarital counseling. A South Side minister may agree to perform premarital counseling only for a couple that cannot regularly meet with their officiating minister. An additional fee will be applied in this instance.
- 3.) A wedding coordinator will be assigned to serve as a liaison between the officiating minister and South Side Christian Church.
- 4.) The fee structure will remain the same to compensate the wedding coordinator.
- 5.) The couple should be aware that any compensation offered to the outside minister is their responsibility.

Only with the approval and support of a South Side minister can a non-eligible couple be married at South Side. This exception should only be made to foster continued relationships between the South Side minister, the couple, and the church. The same rate schedule would apply to these exceptions.

V. Building Guidelines For Weddings, Receptions & Rehearsal Dinners

The South Side Christian Church building has been erected and dedicated for the purpose of honoring and serving God. All activities held in the building should be conducted in such a way as to uphold this purpose. The following guidelines have been adopted to assist those using the building and equipment in observing this purpose.

A. Guidelines for use of the building

1. The date and time for weddings, rehearsals, rehearsal dinners and receptions must be cleared through the church office. No date is confirmed until:
 - 1) the building deposit is received and the date has been cleared with the South Side minister officiating at the wedding or the senior minister in the event another minister not from South Side is performing the wedding.
 - 2) a member of the wedding party meets with the staff minister officiating the wedding in order to discuss these guidelines, and,
 - 3) the contract has been signed and returned to the church office.A tentative date will be placed on the calendar. If the requirements above have not been met within one month the date will not be held.
2. The activity is to be confined to the area for which the use was requested and individuals will be expected to conduct themselves in a manner consistent with the purpose of the building. Children must not be allowed to roam the building unsupervised.

3. No smoking within the facilities at any time, and no alcoholic beverages in any form will be allowed within the building or on the church property at any time. If it has been determined that any participant of the wedding is under the influence of any alcoholic beverage or illegal drugs, the officiating minister has at his discretion the option of prohibiting them from participating in the ceremony.
 4. Saturday weddings without a reception in the building must be started not later than 5:00PM with the building being cleared by 9:30PM.
 5. Saturday weddings with a reception in the building must be started no later than 4:00 PM with the building cleared by 9:30PM
 6. Sunday weddings and receptions must be scheduled so times will not conflict with any Sunday worship services or other scheduled church activity.
 7. Wedding receptions at the church will be permitted only if the wedding is held at the church. Receptions/rehearsal dinners with 150+ guests will require an additional custodian and additional fee. (see variable fee document)
 8. Rooms have been cleaned and set up for Sunday; therefore, please check with the church office or custodian before using any rooms other than those reserved. Check with your photographer to determine if an additional room will be needed for pictures.
 9. Damage to church owned property, including furnishings and equipment, must be paid for at full repair or replacement cost by the wedding party.
 10. Food may only be served and eaten by the wedding party in the fellowship hall (B65) and/or the dressing rooms. No food or drink will be allowed in the worship center at any time.
 12. The church building will be open 3 hours prior to a wedding for dressing and pictures.
 13. For purposes of decorating the church, access is available from noon on Friday prior to the wedding (assuming a Saturday wedding) Arrangements must be made through the church wedding coordinator to schedule additional time for decorating. The officiating minister will be A custodian will be responsible for unlocking all doors prior to the rehearsal, wedding, and reception. The officiating minister is responsible for locking up the building following rehearsal. The custodian is responsible for locking up the church following the wedding.
- B. Guidelines for the use of the Worship Center (sanctuary)
1. The center of the stage will be cleared of all instruments and other stage equipment, but there is a possibility that some equipment may remain on the outer side of the stage.
 2. The piano is also available for use, however only the sound technician or Worship Minister is authorized to move it.
 3. All parties are responsible for putting up their own decorations. Glitter or glitter covered decorations may not be used and decorations must be removable and non-marring. If a decoration must be left, prior arrangements must be made with the custodian. All decorations left after the wedding will be thrown away.
 4. The church's palms and silk flower arrangements may be used, but please handle them carefully. The silk flower arrangements in the boxes

and in front of the baptistry are not to be removed. The flower arrangements and plants in the foyer are not to be moved.

5. Pew bows may be attached to the pews with ribbon, elastic, rubber bands, or plastic bow holders. No wire, covered wire or tape may be used on the pews.
 6. No real flower petals may be used to throw at the wedding party either on the church grounds or in the facility.
 7. Only bells, bubbles or balloons will be allowed as the bride and groom are exiting the facilities. Artificial flower petals may be used during the ceremony and in the auditorium (sanctuary) only. No real flower petals may be used at anytime or anywhere on the church grounds. The church reserves the right to disapprove any item which is believed to be detrimental to the care and maintenance of the facility and grounds. This disapproval if not concurred to by the wedding party will result in canceling the use of the facility for the wedding.
 8. Only dripless candles may be used if additional candles are needed. Any candles placed on the stage floor, or along the aisles must be on enclosed in a glass goblet or container.
 9. The church custodian is responsible for cleaning and setting up the sanctuary for the rehearsal and wedding ceremony and for all cleanup of the sanctuary and building.
- C. Guidelines for the use of media and musical equipment
1. Only South Side sound technicians can operate the sound equipment during a wedding.
 2. Any of the church's musical instruments may be used upon approval with the worship minister.
 3. The sound technician is responsible for setting up microphones and other equipment needed for the rehearsal and wedding. He or she will operate all sound equipment and will be present at the rehearsal as well as the wedding. If your soloist wishes to practice with the equipment, arrangements must be made with our sound technician.
 4. The use of some video equipment is also available for slide shows, lyrics for worship times etc. This may or may not necessitate another technician. The necessity for another media technician will be determined by the technical director. You should include any and all possible video plans and ideas to him/her when you first contact the technical director. If another media technician is needed see fee schedule.
 5. Any additional use of the church's video equipment (cameras, etc) must be attended to by a trained volunteer within the technical ministry of South Side Christian Church.
- D. Guidelines for receptions and/or rehearsal dinners in the church building
1. Receptions/rehearsal dinners must be held in the Fellowship Hall. Receptions/rehearsal dinners with 150 + guests will require an additional custodian and fee. (see fee schedule)
 2. The custodian will be responsible for cleaning the room and for setting up tables and chairs before and after the reception/rehearsal dinner.
 3. Serving dishes, table service and kitchen facilities of the church may be used, but the kitchen must be cleaned and all items washed and returned

to its proper place by the wedding party. If any item is broken or damaged, it must be replaced or the church reimbursed for its cost.

4. All paper products must be furnished by the wedding party.
 5. All parties are responsible for putting up their own decorations. Only thumb tacks on the ceiling tile may be used. Masking tape may be used on block, wood, or concrete walls and plasti-tak may be used on dry wall. If any decoration must be left after the reception, prior arrangements must be made with the custodian. All other decorations will be thrown away.
 6. Thirty-five tables and 240 chairs are available for receptions in the Fellowship Hall. Other tables and chairs may be rented at the user's expense.
 7. Roaster (cookers) are available but they may not be removed from the church building.
- E. Guidelines for rehearsals
1. The minister will be in charge of all rehearsals.
 2. Persons needed to be present at the rehearsal: bride, bridegroom, best man, maid of honor, bridesmaids, groomsmen, flower girl, ring bearer, ushers, readers, and parents.
 3. No changes are permitted from rehearsal night to ceremony without notifying the minister.
 4. The marriage license should be brought to the rehearsal and given to the officiating minister.
 5. * NOTE* If you are planning to have a rehearsal dinner at the church, you must make arrangements to reserve the fellowship hall and pay the additional custodial & wedding coordinator fees.

VI. Fee Schedule For Weddings, Receptions & Rehearsal Dinners

- A. To secure your date on the wedding schedule, you must:
1. Clear the date and time with the church office,
 2. Clear the date and time with South Side's officiating minister,
 3. Submit a \$125 non-refundable fee within one month,
 4. Meet with the South Side's officiating minister to review and complete the *Fee Schedule for Wedding, Receptions & Rehearsals Dinner* in detail. Complete and submit the *Fee Schedule For Weddings, Receptions & Rehearsal Dinners* contract.
 5. Pay all fees that are due directly to South Side Christian Church not later than one month prior to the wedding date.
- B. Once the five items above are completed, the date will be tentatively reserved for one month. If a contract is not submitted with the appropriate fee, the date will no longer be reserved.

VII. Security Of Personal Items and Items Brought Into The Church By The Wedding Party..

South Side Christian Church is not responsible for the damage, theft, or loss of any personal items brought into the church by members of the wedding party or guests. South Side Christian church is also not responsible for the damage, theft, or loss of any equipment, decorations, or other items brought into the church by or for the wedding party that may be used in conjunction with the wedding.

FEE SCHEDULE FOR WEDDINGS, RECEPTIONS & REHEARSAL DINNERS

SOUTH SIDE CHRISTIAN CHURCH
2600 S. MacArthur, Springfield, IL 62704
Phone: 217-525-0304

TO SECURE YOUR DATE ON THE WEDDING SCHEDULE, after clearing the date and time with both the church office and South Side Christian Church's officiating minister, a \$125.00 non-refundable fee must be paid within one month. The \$125.00 will be applied to your wedding charges. Please note: the desired date will be tentatively reserved for not longer than one month. If the contract and appropriate fee have not been submitted within that time, the date will no longer be reserved. All fees due SSCC must be paid one month prior to the wedding date.

USAGE FEES: Payable to South Side Christian Church

FIXED FEE STRUCTURE

The fee applied to the wedding from this section are fixed fees. Any exceptions must be cleared through a South Side Christian Church Staff Minister.

Fixed Wedding Fee: This fee covers the cost of the minister, counseling, custodian, sound technician. The officiating minister will meet with the couple to plan the wedding and for pre-marital counseling. The custodian will set the auditorium up for the wedding and clean the building and grounds following the wedding. The sound technician will operate the sound system and set up and tear down any needed equipment.	\$450.00
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VARIBLE FEES & OPTIONAL BUILDING USAGE

The following fees (where applicable) will be applied to the total cost of the wedding fees.

Additional Building and Personnel Fees:	
Candelabras & Candles	\$25.00
Fellowship Hall Setup (For reception or rehearsal dinner):	\$125
Extra Custodian For Receptions over 150 people	\$125
South Side Minister for Premarital Counseling Only	\$150
Custodial Support for Rehearsal Dinner	\$75
Video Technician: This fee covers the cost of an additional technician if he/she is needed for complicated video elements as determined by the technical director	\$75

Fee Calculator		Payment Dates	
Base Charge	\$ 450.00	Date Tentatively Reserved	
Variable Charges	\$	Date Deposit Paid	
Final Total	\$	Date Balance Paid	
Less Deposit	\$		
Balance Due	\$		

Wedding Party Information		
	Bride	Groom
Name		
Address		
Phone		
Email		
Wedding Date:		Wedding Time:
Officiating Minister:		Rehearsal Date

Wedding Date		Wedding Time	
Rehearsal Date		Rehearsal Time	
Rehearsal at SSCC	Yes or No	If yes, how many attending	
Reception at SSCC	Yes or No	If yes, how many attending	
Officiating Minister		Minister's Signature	

These regulations and designated fees form a contract between those who request the use of the building and South Side Christian Church. Any variation or exception must be agreed upon by both parties prior to use of the building. We have read, understand, and agree to the terms of these guidelines and acknowledge receipt of an executed copy of this agreement.

Bride: _____ **Groom** _____

By: South Side Christian Church: _____ **Date:** _____

NOTES: